

**19 AUGUST 2003**

***Personnel***

**939 ARW 110% AWARD FOR  
EXTRAORDINARY EFFORTS**



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Pages: 3

Distribution: F

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This instruction implements AFI 36-2805, *Special Trophies and Awards* and the 939 ARW Commander's 110% Award Program and is intended to recognize those individuals who exhibit extraordinary effort in pursuit of mission accomplishment. It provides guidance and procedures for submitting nominations for this award to the 939th Air Refueling Wing Commander. It is not intended to keep other commands or functions from having internal achievement/excellence awards programs. These awards recognize the outstanding individuals who through their extraordinary efforts, contribute to the improvement of the 939th Air Refueling Wing.

**1. Categories of Awards.**

1.1. There is one primary category of endeavor for which this award is given – extraordinary effort. The award is named below.

1.1.1. The 939th Air Refueling Wing Commander's 110% Award for Extraordinary Efforts. Commanders may submit their personnel for this award when the activity of an individual, military or civilian, meets the award criteria.

**2. Criteria.**

2.1. An individual(s) demonstrates superior performance and extraordinary efforts when compared with all other persons being considered.

2.2. The determining factors in selecting individual award winners are extraordinary efforts which culminate in specific, imaginative and innovative achievement(s) that increased quality or productivity, or a specific unique achievement.

**3. Submitting Nominations.**

3.1. Each commander may submit an individual whenever the award criteria is met. If a supervisor submits an individual the package must be signed off by either the first sergeant and/or commander before it is sent to the next level for approval.

3.2. Award nominations are submitted only when specific behaviors which deserve recognition are witnessed.

3.3. Nomination packages will be sent to the 939 ARW/CCE for consolidation and review.

3.3.1. The individual's commander either initiates and/or approves submission letter/e-mail through the appropriate group commander (if applicable).

3.3.1.1. The group commander or deputy commander must approve submission prior to sending to 939 ARW/CCE.

3.3.1.2. Nomination packages, letters or write-ups are prepared according to information in [Attachment 1](#) (binders, covers, tab cover pages, attachments, etc., should not be used).

3.3.1.3. Submit or e-mail a copy of nomination letter/package.

#### **4. Section Process:**

The 939 ARW Commander and a committee of his/her own choosing will review and score the nominations for each award. The 939 ARW Commander makes the final selection.

#### **5. Presentation of Awards.**

5.1. Individual winners receive recognition mementos (e.g., letter, certificate, small engraved token, etc.).

MARK A. KYLE, Col, USAFR  
Commander

**Attachment 1****NOMINATION FORMAT FOR THE 939TH AIR REFUELING WING COMMANDER'S 110% AWARD FOR EXTRAORDINARY EFFORTS—CONTRIBUTING OFFICER, AIRMAN, OR CIVILIAN.****A1.1. Administrative Data:**

Name:

Grade:

Unit:

Nominating Individual:

A1.1.1. Narrative: Identify in paragraph(s) accomplishment(s) for which the person is being nominated. Each narrative should include the following:

A1.1.2. Description. Include enough information for the selection committee to have a general understanding of the accomplishment.

A1.1.3. Role of the Nominee. Briefly describe the role played by the nominee which led to the accomplishments.

A1.1.4. Quantifiable Savings (if applicable). Identify manpower and dollar savings, where applicable, for both year of nomination and life cycle. Differentiate between hard savings and cost avoidance. Include other quantifiable benefits, where appropriate, that enhanced the stature of the accomplishment (e.g., increased productivity rate, decreased unit cost, increased readiness rate, reduced overtime, etc).

A1.1.5. Non-Quantifiable Benefits. Describe pertinent non-quantifiable benefits, where appropriate, that enhanced the importance of the achievement (e.g., increased morale, improved inspection and evaluations results, improved quality of output, increased mission effectiveness, etc).

A1.1.6. Other. Include a statement that the nominee has not previously been honored or is not currently being considered by another award program for these accomplishments.

**A1.2.** Member being submitted for award needs to have done something above and beyond what is required for his job.

**A1.3.** If supervisor submits individual, either 1st Sgt or Commander must concur before being sent to 939 ARW/CCE. E-mails will suffice but ensure proper coordination before being sent to 939 ARW/CCE. Any nomination package, letter or e-mail that is not properly coordinated will be sent back.